



POLICY COMMITTEE

AGENDA

January 9, 2009; 1:30 – 3:00 p.m.
McCloskey Room

- I. Call to Order
- II. Election of Officers
 - A. Chair
 - B. Vice-Chair
- III. Approval of Minutes
 - A. November 14, 2009
- IV. Communications from the Chair
- V. Reports from Officers and/or Committees
 - A. Citizens Advisory Committee
 - B. Technical Advisory Committee
- VI. Reports from the MPO Staff
- VII. Old Business
 - A. Operational Bylaws Amendment
*Action Requested**
- VIII. New Business
 - A. Highway Safety Improvement Program (HSIP) Grant Application
*Action Requested**
 - B. Railroad Crossing Support Resolution
*Action Requested**
 - C. Complete Streets Policy
*Action Requested**
- IX. Communications from Committee Members (*non-agenda items*)
 - A. Topic Suggestions for future agendas
- X. Upcoming Meetings
 - A. Technical Advisory Committee – January 28, 2009 at 10:00am (McCloskey Room)
 - B. Citizens Advisory Committee – January 28, 2009 at 6:30 p.m. (McCloskey Room)
 - C. Policy Committee – March 13, 2009 at 1:30pm (McCloskey Room)

Adjournment

** Public comment prior to vote (limited to five minutes per speaker)*



Bloomington/Monroe County Metropolitan Planning Organization
Policy Committee

Policy Committee Meeting Minutes
November 14, 2008 McCloskey Conference Room 135, City Hall

Policy Committee minutes are transcribed in a summarized outline manner. Audio recordings are on file with the City of Bloomington Planning Department.

Attendance

Policy Committee: Jack Baker (MPO CAC), Justin Wykoff (proxy for Susie Johnson, City of Bloomington Public Works Department), Bill Williams (Monroe County Highway Department), Iris Kiesling (Monroe County Commissioner), Matthew Lepke (proxy for Jerry Pittsford, Monroe County Plan Commission), Kent McDaniel (Bloomington Public Transportation Corp.), and Tom Micuda (proxy for Mark Kruzan, City Mayor).

Others: Adrian Reid (Bloomington Engineering), Lew May (Bloomington Transit), Josh Desmond (MPO Staff), and Scott Robinson (MPO Staff).

I. Call to Order

Kent McDaniel called the meeting to order.

II. Approval of Minutes

A. September 12, 2008 – Bill Williams moved to approve minutes. Justin Wykoff seconded. The minutes were approved by a unanimous voice vote.

III. Communications from the Chair – There was no report from the chair.

IV. Reports from Officers and/or Committees

A. Citizens Advisory Committee (CAC)

Jack Baker reported more discussion on Complete Streets, some preliminary discussions reevaluating completed projects and potential projects for inclusion in the TIP.

B. Technical Advisory Committee (TAC)

Adrian Reid reported working with the Planning Department on the Complete Streets Policy. S. Henderson St. is going to bid soon and S. Rogers St. is nearly ready to submit plans to INDOT for review. They had a field check meeting for Henderson and Atwater intersection. Mr. McDaniel asked for an update on the bypass project. Tom Micuda said the current cost of relocating the water line is estimated at \$9.1 million. INDOT does not have that money programmed into the project. Discussion is continuing in an attempt to reduce the cost and decide who pays for that part of the project.

V. Reports from the MPO Staff

A. 1st Quarter Progress Report

Josh Desmond noted that Andy Ruff was unable to attend the meeting at the last moment and sends his regrets. He reviewed the 2009 MPO meeting schedule. It is very important for as many members as possible attend the Jan. 9, 2009 meeting since that is when the organizational work is done. The TAC meetings will be on Wednesdays at 10:00 am. The CAC will meet at 6:30 pm on the same day of the month. Mr. Desmond pointed out that the quarterly reports include a table that breaks down the expenditures and balances left of money for specific contracts.

B. Complete Streets Update

Mr. Desmond noted that the discussions continue on the Complete Streets Policy. Scott Robinson gave a brief explanation on the intent of the Policy. Mr. Desmond said that the goal was to present a draft policy at the Jan. 9 Policy Committee meeting and possibly seek a vote to adopt the Policy no later than the March meeting.

C. Highway Safety Improvement Program Update

Mr. Desmond said that one application for the use of the funds was received from the City of Bloomington for the Henderson/Atwater intersection improvement project. Mr. Reid said they are planning to add a traffic signal and change the intersection design. The awarding of the funds will be done at the January meeting. A TIP amendment would be processed at the same time. Mr. Desmond said that the total project cost is estimated to be \$730,000 with right-of-way and design. Total construction cost would be \$572,000. The grant would be for 90% of that total. There was discussion about the lane separators and the need to make them more visible.

VI. Old Business – There was no old business.

VII. New Business

A. Transportation Improvement Program FY 2009-2012 Amendment

1. 35 Foot Hybrid Buses (Bloomington Transit)

*Action Requested**

Mr. Desmond said that this amendment is to allow purchase of 4 35-foot hybrid buses. Lew May noted that the addition of these hybrid buses would bring their fleet up to 6. They have had an extremely good experience with the hybrid buses they now have.

2. Operating and Capital Budgets (Rural Transit)

*Action Requested**

Mr. Desmond noted that Jewel Echelbarger had already presented her budget changes to the PC at the last meeting. The MPO Staff, the CAC and the TAC recommend passing these 2 amendments. Tom Micuda moved to approve the 2 amendments. Jack Baker seconded. The amendments were approved by unanimous vote.

B. Operational Bylaw Amendments

*Action Requested**

Josh Desmond explained that the Policy bylaws require a 2/3 majority of total Policy Committee membership or 9 “yes” votes to approve changes to the bylaws. These amendments will need to be addressed at the January meeting. Iris Kiesling and Mr. Desmond discussed a few changes.

VIII. Communications from Committee Members (*non-agenda items*)

A. Topic Suggestions for future agendas

IX. Upcoming Meetings

A. Citizens Advisory Committee – November 19, 2008 at 6:30 p.m. (McCloskey Room)

B. Technical Advisory Committee – November 21, 2008 at 1:30pm (McCloskey Room)



**Bloomington/Monroe County Metropolitan Planning Organization
Policy Committee**

- C. MPO Winter Mixer! – December 10, 2008 at 12:00pm (McCloskey Room)**
- D. Policy Committee – January 9, 2009 at 1:30pm (McCloskey Room)**

Adjournment

These minutes were adopted by the Policy Committee at their regular meeting held on. January 9, 2009.

MEMORANDUM

To: MPO Policy Committee Members

From: Raymond Hess, AICP
Senior Transportation Planner

Date: December 26, 2008

Re: MPO Operational Bylaws Amendments

Background

An amendment to the bylaws is necessitated largely as a result of the Technical Advisory Committee's decision to change their meeting schedule. This also provides an opportunity to clarify some ambiguous language and correct grammatical and scrivener errors. This item was first brought before the Policy Committee on November 14th but was not acted upon because the attendance was not sufficient to reach a 2/3 majority of the Policy Committee as required to amend the Bylaws.

A draft of the revised bylaws is attached to this memorandum (added language is blue & underlined; deletions are ~~struck-through~~). A list of the significant changes is as follows:

Substantive Changes to the Bylaws

- Sections 2.5.B (p. 7), 3.5.B (p. 10), & 4.5.B (p. 14) – inserted language for each of the committees indicating meetings are “open to the public”
- Section 3.5.B (p. 10) – deleted language which indicated Policy and Technical Advisory Committees would hold bimonthly joint meetings.
- Sections 3.5.C. (p 10) & 3.5.C (p. 14) – inserted language for the Technical Advisory and Citizens Advisory Committees which allow for special votes “if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project” (this language already exists for the Policy Committee).
- Section 4.3.D (p. 13) – clarified voting privilege procedures for the Citizens Advisory Committee in which members obtain eligibility to vote at the third consecutive meeting attended.
- Section 4.5.D (p. 14) – changed the deadline for when CAC members may suggest agenda items from 5 days to 7 days before the meeting to better correspond with packet distribution.

Recommendations

- BMCMPPO staff recommends adoption of the proposed amendments as presented.
- On October 22, 2008 the Citizens Advisory Committee recommended adoption of the Bylaws amendments as presented.
- On October 24, 2008 the Technical Advisory Committee recommended adoption of the Bylaws amendments as presented

Requested Action

The Policy Committee is requested to take action on the proposed Bylaws amendments.

BACKGROUND

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct transportation planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation related fuel consumption and air pollution.

Indiana Governor Robert D. Orr designated the City of Bloomington Plan Commission as the MPO for the Bloomington urban area on March 4, 1982.

Locally, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) fulfills the MPO mission as an intergovernmental transportation policy group that manages transportation project funding for the Bloomington/Monroe County Urbanized Area (which includes the City of Bloomington, the Town of Ellettsville, and portions of Monroe County). The Bloomington/Monroe County MPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation, and coordination between the MPO, various civic organizations, and the public. All MPO decisions are endorsed by a Policy Committee upon the recommendation of both the Technical Advisory and the Citizens Advisory Committees.

The Policy Committee (PC) consists of municipal and county elected officials, non-elected members, membership from the Bloomington Public Transportation Corporation, Indiana University, Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA). The Technical Advisory Committee (TAC) includes state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (CAC) represents a broad cross-section of Bloomington/Monroe County citizen and community interests.

The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process. Meeting agendas for each of the three MPO committees are published online at <http://bloomington.in.gov/planning/mpo.php> www.bloomington.in.gov/mpo.

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities which shall serve to establish, organize, and guide the proper functioning of the Bloomington/Monroe County Metropolitan Planning Organization.

This organization shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for transportation planning for all modes of travel. This responsibility shall be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This organization shall also carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the Indiana Department of Transportation, the U.S. Department of Transportation or in such manner as events shall dictate.

CHAPTER 1: GENERAL PROVISIONS

1.1 Organization Name

The name for the Metropolitan Planning Organization is the Bloomington/Monroe County Metropolitan Planning Organization. It may also be referred to as the Bloomington Area Transportation Study.

1.2 Organizational Structure

The Metropolitan Planning Organization structure shall consist of three committees:

1. Policy Committee (PC)
2. Technical Advisory Committee (TAC)
3. Citizens Advisory Committee (CAC)

1.3 MPO Staff Designation

- A. **Staff:** The City of Bloomington Planning Department shall be the staff for the Metropolitan Planning Organization.
- B. **Executive Secretary:** The City of Bloomington Planning Department Director or ~~their~~ [the Director's](#) designee shall serve as the Executive Secretary on behalf of the MPO.

1.4 Policies

- A. **Applicability:** All transportation policies shall apply to all committees and participants of the Bloomington/Monroe County Metropolitan Planning Organization.
- B. **Committee Review:** The Citizens Advisory Committee and the Technical Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Metropolitan Planning Organization Policy Committee.
- C. **Adoption:** Reports, programs, and plans become official process documents following adoption by resolution of the Metropolitan Planning Organization Policy Committee.
- D. **Multimodal Consideration:** All MPO committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.
- E. **Coordination:** All studies undertaken by the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the urban area.
- F. **Efficient Development:** Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.

- G. **Open Meetings:** All meetings of the Policy Committee, the Technical Advisory Committee, and the Citizens Advisory Committee, shall be open to the public.
- H. **Publications:** All published data and/or reports shall be made available to the public and stakeholder agencies.

1.5 Procedures

- A. **Rules of Order:** The rules of order herein contained shall govern deliberations and meetings of all MPO Committees. Any point of order applicable to the deliberations of the Committees and not contained herein shall be governed by Roberts Rules of Order.
- B. **Voting:** All MPO Committee votes shall be by voice vote; however, upon the request of at least one (1) voting member, a roll call vote shall be taken. Unless specified otherwise in these Bylaws, all motions before MPO Committees shall be decided by a majority vote. In the event of a tie vote, the motion before the Committee shall fail.
- C. **Scheduling:** All MPO Committee meetings shall be scheduled by the MPO Staff.
- D. **Meeting Notice:** At least five (5) days notice shall be provided for all MPO Committee meetings.
 - 1. Agenda: A proposed agenda shall be provided to ensure adequate preparation. Such agenda shall include the date, time and location of the Committee meeting.
 - 2. Delivery: The notice, agenda, minutes, and other Committee meeting materials may be delivered electronically.
- E. **Meeting Cancellation:** At the discretion of the City of Bloomington Planning Department Director and the approval of the Chair of the Committee, a regularly scheduled MPO Committee meeting can be canceled. Notification of the cancellation shall be made at least three (3) days prior to the date of the scheduled meeting.
- F. **Committee Chair Participation:** During an MPO Committee meeting, the Chair of the Committee may make motions and debate policy items, and shall not be deprived of any rights and privileges of a member by reason of acting as the presiding officer.

1.6 Amendment of Bylaws

- A. **Process:** Amendments to the MPO Bylaws shall be made according to the following process:
 - 1. Committee Review: Proposed bylaws amendments shall be placed on the agendas of the next available Technical Advisory Committee and Citizens Advisory Committee meetings. The Policy Committee shall not take action on proposed amendments before the TAC and CAC have the opportunity to review and comment on such proposals.
 - 2. Notice: MPO Staff shall include the proposed bylaws amendment, specifying the exact form of the amendment, in the public notice for any MPO Committee meeting at which the proposal will be reviewed.

3. Policy Committee Action: After receiving input from the TAC and CAC, the Policy Committee may vote on the proposed bylaws amendment. Amendments shall become effective upon a positive vote of 2/3 of the voting members of the Policy Committee.
- B. **Staff Role:** The MPO staff shall be responsible for drafting proposed amendments for consideration by the Policy Committee.

CHAPTER 2: POLICY COMMITTEE

2.1 Purpose

The purpose of the Metropolitan Planning Organization Policy Committee shall be to serve the Bloomington/Monroe County metropolitan area as the official decision making body for transportation planning matters.

2.2 Responsibilities

The responsibilities of the Policy Committee shall be as follows:

- A. To give overall guidance for the transportation planning process;
- B. To have overall responsibility for review and approval of all plans and programs which are developed by the transportation planning process;
- C. To organize membership of the Technical Advisory Committee;
- D. To encourage membership and participation in the Citizens Advisory Committee;
- E. To take official action on committee recommendations and other matters pertaining to furthering the transportation planning process;
- F. To adopt transportation goals and objectives to guide the transportation planning process;
- G. To adopt the annual Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports;
- H. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies;
- I. To establish a transportation study area boundary;
- J. To change the designated membership as deemed necessary; and
- K. To ensure that citizen participation is achieved in the transportation planning process.

2.3 Membership

- A. **Members:** The membership of the Policy Committee shall be as follows:
 - 1. Mayor, City of Bloomington
 - 2. President, Monroe County Commissioners
 - 3. President, Monroe County Council
 - 4. President, City of Bloomington Common Council
 - 5. President, Monroe County Plan Commission
 - 6. President, City of Bloomington Plan Commission
 - 7. President, Ellettsville Town Council
 - 8. Chair, Board of Directors, Bloomington Public Transportation Corporation
 - 9. Vice President & Chief Administrative Officer, Indiana University
 - 10. Director, City of Bloomington Public Works Department

11. Director, Monroe County Highway Department
 12. Chair, MPO Citizens Advisory Committee
 13. Director, INDOT Seymour District
 14. FHWA, Indiana Division (Non-Voting)
 15. FTA, Region V (Non-Voting)
- B. **Alternate Representation:** If the designated Policy Committee representative for a board, commission, institution, or other organization is unable to serve on the Policy Committee, an alternate representative may be appointed by the same board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.
- C. **Terms:** The voting members of the Policy Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Policy Committee may name a proxy in writing for a particular meeting or vote.
1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
 2. Powers: The proxy's powers shall be delineated in the written notice.
 3. Notification: The member shall be responsible for notifying the proxy of meetings.
 4. Committee Chair Proxy: If the Chair of the Policy Committee is absent, then the Vice-Chair shall conduct the meeting.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Policy Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Policy Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

2.4 Officers

- A. **Officers:** The Policy Committee shall elect the following officers:
1. Chair
 2. Vice-Chair
- B. **Eligibility:** Officers of the Policy Committee shall be chosen from the voting members of the Policy Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Policy Committee shall be as follows:

1. Chair
 - a. Preside over the meetings of the Policy Committee.
2. Vice-Chair
 - a. In the absence of the Policy Committee Chair, to preside over the meetings of the Policy Committee.

2.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of seven (7) voting members of the Policy Committee or their proxies.
 1. Committee Action: No action shall be taken by the Policy Committee without a quorum.
 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Policy Committee shall be [open to the public and be](#) held on a bimonthly basis or as needed for special business.
- C. **Special Votes:** The Chair of the Policy Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
 1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.

2.6 Order of Business

The business of the Policy Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

1. Call to order by the Chair
2. Approval of minutes of the previous meeting
3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff
6. Old Business

Public comment prior to vote (limited to five minutes per speaker)
7. New Business

Public comment prior to vote (limited to five minutes per speaker)
8. Communications from Committee members on matters not included in the agenda
9. Adjournment

CHAPTER 3: TECHNICAL ADVISORY COMMITTEE

3.1 Purpose

The purpose of the Technical Advisory Committee is to provide the MPO Policy Committee with technical support concerning the development of annual documents and the implementation of specific projects contained therein.

3.2 Responsibilities

The responsibilities of the Technical Advisory Committee shall be:

- A. To recommend technical methods, procedures, and standards to the Policy Committee to further the transportation planning process;
- B. To help coordinate work of operating departments and agencies participating in the transportation planning process;
- C. To discuss and recommend alternative transportation plans and programs to the Policy Committee, and
- D. To comment and make recommendations on draft reports of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan, and other plans and reports.

3.3 Membership

- A. **Members:** The membership of the Technical Advisory Committee shall be as follows:
 1. City Engineer, City of Bloomington
 2. Deputy Director Public Works, City of Bloomington
 3. Controller, City of Bloomington
 4. Planning Director, City of Bloomington
 5. Director of Operations & Development, City of Bloomington Parks and Recreation
 6. Assistant Utilities Director, City of Bloomington
 7. GIS Coordinator, City of Bloomington
 8. Streets Superintendent, City of Bloomington
 9. Assistant Director, Monroe County Highway Department
 10. Director, Monroe County Planning Department
 11. Auditor, Monroe County
 12. Parks & Recreation Administrator, Monroe County
 13. GIS Coordinator, Monroe County
 14. Director of Planning Services, Town of Ellettsville
 15. Town Engineer, Town of Ellettsville
 16. Executive Director of Transportation, Indiana University
 17. General Manager, Bloomington Transit

18. Manager, Rural Transit
19. Director, Monroe County Airport
20. Transportation Director, Monroe County Community School Corporation
21. Transportation Director, Richland-Bean Blossom Community School Corporation
22. Vice-Chair, Citizens Advisory Committee
23. INDOT Planning/Programming Representative
24. INDOT Public Transportation Representative
25. INDOT Seymour District Office, ~~Local Assistance Representative~~ [Planning and Programming Director](#)
26. FHWA, Indiana Division (Non-Voting)
27. FTA, Region V (Non-Voting)

- B. **Alternate Representation:** If the designated Technical Advisory Committee representative for a department, board, commission, institution, or other organization is unable to serve on the Technical Advisory Committee, an alternate representative may be appointed by the same department, board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.
- C. **Terms:** The voting members of the Technical Advisory Committee shall serve terms on the Committee that coincide with the terms of their respective offices.
- D. **Proxy:** Each voting member of the Technical Advisory Committee may name a proxy in writing for a particular meeting or vote.
1. Representation: The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
 2. Powers: The proxy's powers shall be delineated in the written notice.
 3. Notification: The member shall be responsible for notifying the proxy of meetings.
 4. Committee Chair Proxy: If the Chair of the Technical Advisory Committee is absent and designates a proxy, then the Vice-Chair shall conduct the meeting.
- E. **Additional Appointments:** Additional appointments to, or changes in the composition of, the Technical Advisory Committee shall require an amendment to these Bylaws as outlined in Section 1.6. Any Technical Advisory Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

3.4 Officers

- A. **Officers:** The Technical Advisory Committee shall elect the following officers:
1. Chair

2. Vice-Chair

- B. **Eligibility:** Officers of the Technical Advisory Committee shall be chosen from the voting members of the Technical Advisory Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Technical Advisory Committee shall be as follows:
 - 1. Chair
 - a. Preside over the meetings of the Technical Advisory Committee.
 - 2. Vice-Chair
 - a. In the absence of the Technical Advisory Committee Chair, to preside over the meetings of the Technical Advisory Committee.

3.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of nine (9) voting members of the Technical Advisory Committee, or their proxies.
 - 1. Committee Action: No action shall be taken by the Technical Advisory Committee without a quorum.
 - 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- B. **Schedule:** Meetings of the Technical Advisory Committee shall be [open to the public and be](#) held on a monthly basis or as needed for special business. ~~The Policy and Technical Advisory Committees are to conduct joint meetings on at least a bi-monthly basis which shall be open to the public.~~
- C. **Special Votes:** The Chair of the Technical Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
 - 1. Limitations: [This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project](#) ~~This practice will be used only if Federal and/or State imposed deadlines are an issue.~~
 - 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled ~~Policy~~ [Technical Advisory](#) Committee meeting as part of the previous meeting minutes.

3.6 Order of Business

The business of the Technical Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

- 1. Call to order by the Chair
- 2. Approval of minutes of the previous meeting
- 3. Communications from the Chair

4. Reports from officers and/or committees
5. Reports from the MPO staff
6. Old Business
Public comment prior to vote (limited to five minutes per speaker)
7. New Business
Public comment prior to vote (limited to five minutes per speaker)
8. Communications from Committee members on matters not included in the agenda
9. Adjournment

CHAPTER 4: CITIZENS ADVISORY COMMITTEE

4.1 Purpose

The purpose of the Citizens Advisory Committee (CAC) is to serve as the formal means through which active citizen participation provides the Policy Committee with public input on official decision making for transportation planning matters.

4.2 Responsibilities

The responsibilities of the Citizens Advisory Committee shall be:

- A. To foster and develop citizen awareness and understanding regarding transportation policy and planning;
- B. To promote necessary interaction between citizens and the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff; and
- C. To keep the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff apprised of current and emerging citizen concerns in relation to transportation issues within the urban area.

4.3 Membership

- A. **Members:** The membership of the Citizens Advisory Committee shall be comprised of citizens of the City of Bloomington, Monroe County and the Town of Ellettsville. Key stakeholder groups, agencies and organizations from each community should also be represented. The following groups, as well as others that may not be listed, are strongly encouraged to send a representative to participate in the Citizens Advisory Committee.
 - 1. Bloomington Traffic Commission
 - 2. Monroe County Traffic Commission
 - 3. Indiana University Student Association
 - 4. Bloomington Commission on Sustainability
 - 5. Bloomington Bicycle and Pedestrian Safety Commission
 - 6. Greater Bloomington Chamber of Commerce
 - 7. Ellettsville Chamber of Commerce
 - 8. Bloomington Environmental Commission
 - 9. League of Women Voters
 - 10. Bloomington Historic Preservation Commission
 - 11. Bloomington Council of Neighborhood Associations
 - 12. Bloomington Bicycle Club
 - 13. Bloomington Board of Realtors
 - 14. Bloomington Council for Community Accessibility

15. Downtown Bloomington, Inc.
 16. Area 10 Agency on Aging
 17. Bloomington Urban Enterprise Association
 18. Monroe County Soil & Water Conservation District
 19. INDOT, Seymour District (Non-voting)
 20. FHWA, Indiana Division (Non-Voting)
- B. **Eligibility:** All citizens and organization representatives that attend Citizens Advisory Committee meetings shall be considered Committee Members.
- C. **Registration:** Anyone wishing to become a member of the Committee shall register using a form provided by the MPO Staff. Such registration shall include contact information (mailing address, phone number, email address, etc.) as well as indicate whether the member has been designated as an official representative of a community organization or agency.
- D. **Voting Privileges:** Citizens Advisory Committee members shall attend three (3) ~~two (2)~~ consecutive Committee meetings before they are eligible to vote on Committee business. Members may vote on Committee business as of the third consecutive meeting they attend.
- E. **Revocation of Voting Privileges:** Citizens Advisory Committee members who miss three consecutive meetings may have their voting privileges revoked with concurrence from the Chair and Vice-Chair. Exceptions may be made if the Committee member can demonstrate extenuating circumstances. A Committee member whose voting privileges have been revoked shall be required to follow the process outlined in 4.3(D) to regain voting status.

4.4 Officers

- A. **Officers:** The Citizens Advisory Committee shall elect the following officers:
1. Chair
 2. Vice-Chair
- B. **Eligibility:** Officers of the Citizens Advisory Committee shall be chosen from the voting members of the Citizens Advisory Committee.
- C. **Elections:** Election of officers shall occur in January of each year. Officers shall be elected by a secret ballot of the voting members of the Committee. Elections for all officers shall be by majority vote.
- D. **Duties:** The duties of the elected officers of the Citizens Advisory Committee shall be as follows:
1. Chair
 - a. Preside over the meetings of the Citizens Advisory Committee.

- b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Vice-Chair and the MPO Staff.
 - c. Attend meetings of the Policy Committee as a voting member.
2. Vice-Chair
 - a. In the absence of the Committee Chair, to preside over the meetings of the Citizens Advisory Committee.
 - b. Set the Agenda for Citizens Advisory Committee meetings, in consultation with the Chair and the MPO Staff.
 - c. Attend meetings of the Technical Advisory Committee as a voting member.

4.5 Meeting Procedure

- A. **Quorum:** A quorum shall consist of a simple majority of Citizens Advisory Committee members eligible to vote. At an absolute minimum, quorum shall consist of four (4) voting-eligible Committee members.
 1. Committee Action: No action shall be taken by the Citizens Advisory Committee without a quorum.
 2. Rescheduling: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained. The members present may also conduct the meeting as an informational session, but shall not take any official action on business items.
- B. **Schedule:** Meetings of the Citizens Advisory Committee shall be open to the public and be held on a monthly basis or as needed for special business.
- C. **Special Votes:** The Chair of the Citizens Advisory Committee may request a mail, fax, or e-mail vote on issues already presented at previous meetings.
 1. Limitations: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
 2. Committee Report: A mail, fax, or e-mail vote will be presented at the next scheduled Citizens Advisory Committee meeting as part of the previous meeting minutes.
- D. **Agenda Items:** Members of the CAC may suggest agenda items at least ~~five (5)~~ seven (7) days prior to the next scheduled meeting.

4.6 Order of Business

The business of the Citizens Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent.

1. Call to order by the Chair
2. Approval of minutes of the previous meeting
3. Communications from the Chair
4. Reports from officers and/or committees
5. Reports from the MPO staff

6. Old Business
Public comment prior to vote (limited at the discretion of the Chair)
7. New Business
Public comment prior to vote (limited at the discretion of the Chair)
8. Communications from Committee members on matters not included in the agenda
9. Adjournment

MEMORANDUM

To: MPO Policy Committee Members

From: Raymond Hess, AICP
Senior Transportation Planner

Date: December 26, 2008

Re: Highway Safety Improvement Program Application Review

Background

The Highway Safety Improvement Program (HSIP) is a funding source established four years ago to improve the safety of roads and intersections which have a high crash rate within urbanized areas. HSIP is administered by the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) and local HSIP guidelines were adopted on September 12, 2008. Four years of HSIP funding has accrued resulting in approximately \$716,000 available for the BMCMPPO to program for projects which meet criteria established in the HSIP guidelines.

HSIP Application

The BMCPO issued a Call for Projects on September 22, 2008. The deadline for submittal was November 3, 2008. Only one application was received. The project is summarized below and the application is included in the packet:

<i>Applicant:</i>	City of Bloomington
<i>Project Location:</i>	Atwater Avenue and Henderson Street
<i>Project Description:</i>	Intersection improvements and new traffic signal at Henderson and Atwater. Improvements include roadway realignment, new sidewalks, storm-water infrastructure, improved geometrics, and new signage
<i>Project Cost:</i>	\$571,875 in HSIP funds / \$165,700 in local match (\$730,000 Total)
<i>Benefit/Cost Ratio:</i>	8.74
<i>Eligibility:</i>	The project location is eligible because it is identified as a high crash area using crash data provided by the State of Indiana.

Recommendations

- BMCMPPO staff supports the proposed application and believes the project meets the intent of the program. It should be noted that the scope of this project is larger than what should be considered typical for HSIP requests. In future HSIP grant cycles the BMCMPPO will have to consider prioritizing lower-cost treatments since less funding will be available.
- On November 19, 2008 the Citizens Advisory Committee recommended approval of Bloomington's HSIP funding request.
- On November 21, 2008 the Technical Advisory Committee recommended approval of Bloomington's HSIP funding request.

Requested Action

The Policy Committee is requested to take action on the City of Bloomington's application for HSIP funding.



FY 2009 HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) APPLICATION

APPLICANT CONTACT INFORMATION

Local Public Agency (LPA) Name: City of Bloomington

Project Contact Name: Adrian Reid

E-mail Address: reida@bloomington.in.gov

Phone: 812-349-3417

Title: City Engineer

PROJECT INFORMATION

Location: Intersection of East Atwater Avenue and South Henderson Street in Bloomington, Indiana.

Is the project located within the Urbanized Area of the Bloomington Monroe County Metropolitan Planning Organization (BMCMPPO)?

YES ☒

NO ☐

If no, please contact BMCMPPO staff for additional information.

Is the project within, intersects, or adjoins an INDOT facility?

YES ☐

NO ☒

If yes, please contact BMCMPPO staff for additional information.

Is the project location listed as an eligible location as based upon the most recent published 3-year ARIES crash data (available from the BMCMPPO)?

YES ☒

NO ☐

If no, please contact BMCMPPO staff and include a memo that states the reasons for an appeal request to consider this location eligible for HSIP funding.

General Project Description: Intersection improvements and new traffic signal at Henderson & Atwater. Improvements include new sidewalks, storm water infrastructure, improved geometrics, and new signage.

ESTIMATED COSTS AND FUNDING REQUEST

Total Project Costs (Design, ROW, Construction, Inspection Services): \$730,000 (2010 dollar amt.)

Design Costs: \$103,000.

ROW Costs: \$55,125.

Construction Costs: \$571,875.

Total Local Match ($\geq 10\%$): \$62,700.

Benefit/Cost Ratio: **8.74**

Total HSIP Funding Request ($\leq 90\%$): \$564,300.

Anticipated Letting Date: August 2009

Project Status/Timeline Information:

Preliminary Field Check Plans have been submitted to INDOT. Public meeting has been conducted.

SUBMITTAL INFORMATION CHECKLIST

(PLEASE ATTACH THE FOLLOWING INFORMATION TO THE APPLICATION)

Detailed Narrative Project Description: ☒

Minimum Criteria – Crash (type and number) and Treatment Relationship: ☒

Minimum Criteria – Treatment Cost-Effectiveness: ☒

Minimum Criteria – Other Treatment Considerations: ☒

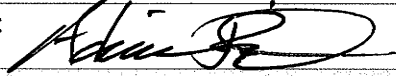
Benefit/Cost Ratio Worksheet: ☒

Data Collection Plan – A comprehensive 3-Year Pre and 3-Year Post Treatment Comparison: ☒

FY 2009 HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) APPLICATION**SIGNATURES**

I authorize the BMCMPPO staff to use the information provided to be considered for HSIP funding by the Policy Committee of the BMCMPPO and affirm that it is true and correct to the best of my professional knowledge.

Signature of applicant:



Date: 10/30/08

Date application received by BMCMPPO staff:

BMCMPPO Staff Initials:

Last Revised: 9/22/08

HSIP Narrative Project Description

Project: Atwater Avenue at Henderson Street Intersection in the City of Bloomington, Indiana

Des. No.: 0800443

Date: October 30, 2008

Location and Project Description

Project area is approximately 700 feet in length along Atwater Avenue. Improvements extend from just south of 3rd Street to just east of Henderson Street (roadway is a one-way street and curves from southbound to eastbound in project limits).

The project also extends along Henderson Street approximately 400' in length, from 100' south of Atwater to approximately 300' north of Atwater. Henderson Street is one-way northbound.

This intersection is a critical node in Bloomington's roadway network, given that it is the intersection of two arterials that currently convey a combined average daily traffic of almost 18,000 vehicles. The intersection has been identified as a high accident location. It is also at the edge of Indiana University at the boundary between the campus and older residential neighborhoods with many student apartment and rental houses. The intersection is heavily traveled by pedestrians. The intersection was analyzed and found to meet signal warrants for both Accidents and for Pedestrian crossings.

The primary goal of the project is to improve safety by adding a new traffic signal. Traffic analyses were conducted to determine the best combination of signal timings, lane configurations, turn lane lengths, and other critical intersection features. The project is intended to incorporate all of related changes to allow the area to function safely and efficiently as a signalized intersection. Neither street has storm sewers in this area. They will be added with the project as an additional enhancement.

Lastly, the City wishes to take this opportunity to relocate and reconstruct a one-way connector to South Dunn Street that exits off the west side of Atwater Avenue just south of the 3rd/Dunn intersection. The existing connector is too close to 3rd Street and visitors to the area (thousands every year) are frequently seen making sudden choices and straying out of their intended lane. The existing connector is aligned to allow cars to exit Atwater at excessive speeds for the area. Relocation of this connector will include a narrowing of the pedestrian crossing in addition to slowing traffic.

In summary, the City expects to improve the safety at this intersection and its approaches by:

- Providing signalized traffic control at the intersection of Atwater / Henderson
- Improving sight distances for vehicles approaching and entering the intersection.
- Improving pedestrian crossing safety with pedestrian signal heads and actuation.
- Improving crosswalks by reducing crossing widths and providing modern ramps and refuges where appropriate.
- Improving sidewalks by increasing the separation from the curbs, widening sidewalks if possible, and by encouraging the use of designated crosswalks.
- Realigning connector roads to lower turning speeds, reduce pedestrian crossing distances, and to better align these streets for sight distance.
- Narrowing existing pavement where excess / mostly unused pavement is present.
- Providing and improving drainage where needed.

The improvement of sight distances is an important concern here. Recommendations include some tree thinning and grading for sight distance improvement. However, this strategy will be limited by the fact that the property inside the curve of Atwater is designated on the National Register of Historic Places. This structure and its surrounding property are considered significant local resources and their setting cannot be negatively impacted by roadway improvements. Solutions are limited to the available right of way alongside this property.

Alignment

No significant changes to the vertical profile or horizontal alignment of the roadways are proposed. The proposed roadway treatment will be an overlay treatment in most areas, with some variable depth overlay in normal crown sections where the cross slope has been found to be less than 2%. Widened areas shall be constructed to meet existing grades.

Proposed Lanes and Paved Width

Lane widths are to generally remain the same. The reconfiguration of turn lanes and connector drives will change these pavements, but only to relocate them, not to widen them. The net footprint of the project is a significant decrease in the total area under pavement. Sidewalks will be widened where possible and appropriate.

The desired roadway section includes a two-lane curbed urban arterial section with at least a 5' sidewalk on each side. Sidewalks are expected to be separated from the curb by a 5' tree plot wherever right of way will allow this separation. Assuming two 11' lanes, 2' curb and gutter, and the sidewalks, the total width of the improved typical section will generally be about 46'.

Roadside paved parking will not be allowed in the project area. No parking is allowed along either Atwater or Henderson at this time.

Right of Way

Based on GIS mapping, the existing right of way at the intersection appears to vary from a minimum 30' to a maximum 40' in width. Existing right of way is highly irregular along the curve of Atwater and in the northwest quadrant. Right of way is notably narrow to the south and east.

A small amount of permanent right of way is needed in the southeast, southwest and northeast corners of the intersection. This right of way is needed for turn lane and sidewalk/crosswalk work, and to establish appropriate intersection sight lines. Temporary right of way is needed to finish the slope and reconstruct a drive in the southeast quadrant. Existing roadway elevations will be maintained to minimize the need for right of way.

It is currently estimated that the project could impact as many as 5 parcels near the intersection. The estimated total permanent right of way needed for this project is less than 1/2 of an acre. Temporary right of way needed is estimated at less than 1/10th of an acre.

Sight Distance

Intersection sight distance standards will be not be met by the project at the intersection of Atwater/Henderson. Due to the close proximity of the curve in Atwater, and the presence of a structure on the National Register of Historic Places inside this curve, we are very limited on clearing and grading activities that are allowed. The inclusion of the new traffic signal is seen as the primary strategy to mitigate the deficient intersection sight distance. Horizontal sight distance is not a concern in other areas.

The project will improve sight lines in all areas, even those which do not meet standards. Some trees will be removed, and new trees will not be planted in areas identified as critical to sight distance and general safety.

Vertical stopping sight distance standards will be met throughout the project area without any adjustments to the vertical alignments.

Preliminary Potential for Historic Resource Impacts:

Bloomington's Interim Report, Indiana Historic Sites and Structures Inventory (2001), indicates that the project area includes a portion of the Elm Heights Historic District. The most significant property in is in the northwest quadrant. This quadrant is occupied by the Legg House, which was individually placed on the National Register in 2001.

Because of these known cultural resources, full Section 106 Coordination is underway as part of the Environmental study and documentation. Potential Consulting Parties were contacted in accordance with normal procedures. Indiana University is the current owner of this property.

The importance of not taking any right of way from this property is being stressed with this project. This should be possible, given the intent to move the nearest roadway curb away from the property. It is a goal of the project to develop it in a manner that has No Adverse Effect on cultural resources.

Need for Improvement

A high number of accidents are occurring at the intersection of Atwater Avenue and Henderson Street. City Planning tracks accidents at intersections in the city. In their 2003 report, this intersection was identified as having the 10th highest accident rate per vehicle. The report also lists the intersection as the 3rd-most "Historically Significant Accident Location" for the years 1997-2002. More recent information (2003-2005) indicates that the accident rate continues.

From 3rd and Dunn Street, Atwater Avenue promptly rounds a curve, turning 90-degree from southbound to eastbound. Henderson is the first street encountered on Atwater, and it intersects at the location where the curve ends. The primary problem with the site is the curve of Atwater itself and the resulting deficiency in intersection sight distance. Impatient drivers on Henderson attempt to cross or turn with limited ability to estimate distances of oncoming cars. Drivers on Henderson Street have difficulty in anticipating gaps in traffic on Atwater whether they are intending to cross, or turn right to join eastbound traffic. Accidents are the result.

While accidents involving pedestrians or bicyclists are not known to have occurred recently, a recent Corridor Study uncovered several stories of "near-misses", frequently involving drivers turning right from Henderson to Atwater, and failing to yield to pedestrians who are crossing Atwater. The intersection has been found to meet pedestrian volume warrant for a signal. Many pedestrians, especially students, chose to dash across at mid-block to the west, where sight distances around the curve are better, but the timing from oncoming cars is significantly less.

The curve in Atwater, combined with obstructions such as trees in the right of way near a bordering historic property, causes a deficiency in intersection sight distance. Cars coming around this curve are frequently traveling at approximately 25 or more miles per hour. The Indiana Design Manual suggests that 240' of ISD is needed. The site provides approximately 220' of sight distance. This is not grossly inadequate, but because it is at the intersection of two arterials with a combined ADT of over 15,000 VPD, the problems are magnified. The high pedestrian counts provide an additional distraction for the many drivers approaching the intersection.

A recent safety analysis identified the Atwater /Henderson Intersection as a prime candidate for a signalization upgrade with a relatively high benefit to cost ratio for the addition of a signal (Scored a 3.78 following INDOT's HES Analysis Procedures and 8.74 using the BMCMPPO's HSIP Benefit Cost Worksheet).

Minimum Criteria Justification

Crash & Treatment Relationship

An overwhelming majority of accidents at the Henderson/Atwater intersection are right angle accidents. 38 accidents out of 48 total accidents in the last three years have been right angle accidents. The one incapacitating accident was classified as pedestrian in type and head-on in manner.

The ITE Traffic Engineering Handbook states that for a location with pedestrian accidents caused by lack of adequate gaps in vehicular traffic, the recommended improvements include installation of crosswalk traffic control devices, or "pedheads." For right angle collisions at non-signalized intersections with large total intersection volume, the Handbook recommends installation of a traffic signal in consultation with the MUTCD to ensure the intersection meets the warrants for the signal. An analysis of vehicular traffic at this intersection reveals a high volume (15,000 VPD) at this intersection, which is very close to meeting signal warrants. Two other warrants are met: one for number of accidents and the other for pedestrian counts (272 pedestrians in the peak AM rush).

Other Treatment Considerations

The intersection of Atwater and Henderson is one of the few places in Bloomington where two arterials intersect without a traffic signal. Engineering staff considered several alternatives to the minor road stop control on Henderson. These alternatives included the following: roundabout intersection, signalized intersection, all-way stop control, close Henderson Street south of the intersection, and the "do nothing" alternative.

The roundabout option required right-of-way acquisition which would have had serious impacts on the historic Legg House property at the northwest corner of the intersection. We ruled this option out right away given the environmental impacts we would have been forced to mitigate because of the state funding involved.

An all-way stop controlled intersection would have caused congestion issues throughout the corridor. Modeling this scenario reveals disruption to the existing signalized intersection at 3rd & Dunn, 3rd & Indiana, and 3rd & Lincoln. Having a 2nd through lane at a stop sign also complicates the driver decision process in determining who has the right of way. Pedestrian safety also is a concern in this scenario because pedestrians at the intersection could be confused on when they are allowed to cross. Given the large number of pedestrians using this intersection (22% of the traffic volume during the peak hour), the more likely scenario would be that pedestrians would cross Atwater away from the Henderson intersection between queuing cars.






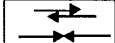
Permanently closing Henderson Street would divert approximately 5000 vehicles per day from this secondary arterial street to locally designated streets accustomed to much lower volumes. Local streets are not designed to accommodate this much traffic and the likelihood of building another arterial through a core neighborhood is very low.

The estimated cost of the "do nothing" approach to this intersection are \$246,759 in damages annually when compared to the option proposed in this HSIP application. The City has implemented additional signage and has made operational changes to the signal at 3rd and Dunn in an attempt to correct accident problems at this intersection. Those changes have not decreased the number of accidents at the intersection.

Treatment Cost Effectiveness

Given the unsuccessful modifications the City has made to this intersection over the years and the evaluation of alternatives, the installation of a traffic signal is the best option. As stated earlier, the ITE Traffic Engineering Handbook recommends a traffic signal in this scenario. A traffic signal allows safer crossing phases for pedestrians and eliminates the need to anticipate gaps in traffic on the major road. The project also improves sight distance, geometrics, and pedestrian facilities such as wider sidewalks and countdown timers on the pedestrian signals. Relocation of the Dunn Street connector and realignment of the left turn lane from Atwater to Indiana reduce the distraction to drivers and provides improved lane channelization for through traffic on the primary arterial. Additionally, a traffic signal at this intersection on Henderson conveys to drivers that the Atwater intersection is a change from the stop conditions previously encountered south of the intersection.

Using the worksheet provided by the BMCMPPO (enclosed), the project results in a benefit nine times that of the projected costs. The various Crash Reduction Factors coinciding with the proposed improvements resulted in a cost/benefit ratio of 8.74. The high number of total accidents in concert with the moderate severity of these accidents results in a high benefit over the life of the proposed improvements.

HSIP Benefit/Cost Worksheet		Roadway/ Intersection Code(s)		Location			AGENDA ITEM VII.A. Study Period Begins		Study Period Ends	
				Atwater Ave. & Henderson St. (inclusive of Atwater/Indiana and Indiana/Henderson)			1/1/2005		12/31/2007	
		Description of Proposed Work		Add traffic signal, alter left turn lane, shorten ped. crossing length,						
Crash Type / Number		Rear End	Sideswipe Same Direction	Left Turn Main Line	Right Angle	Ran off Road	Head On/ Sideswipe - Opposite Direction	Pedestrian	Other	Total
										
Number of crashes during study period	Fatal	F								
	Personal Injury (PI)	A						1		1
		B			9	2	1			12
		C								
	Property Damage	PD	2		29	1	1		2	35
% Change in Crashes (from FHWA Desktop Reference for Crash Reduction Factors)	Fatal	F								
	Personal Injury (PI)	A						-35%		
		B			-87%	-13%	-13%			
		C								
	Property Damage	PD	-20%		-87%	0%	-27%		-50%	
Change in Crashes (no. crashes x CRF)	Fatal	F								
	Personal Injury (PI)	A						-0.35		-0.35
		B			-7.83	-0.26	-0.13			-8.22
		C								
	Property Damage	PD	-0.40		-25.23	0.00	-0.27		-1.00	-26.90
			Type of Crash	Study Period, Change in Crashes	Annual Change in Crashes	Cost per Crash	Annual Benefit			
Year (Safety Improvement Construction)			2009	F		\$ 3,400,000				
Project Cost (excluding Right of Way)			\$ 571,875	A	-0.35	-0.12	\$ 280,000	\$ 32,697		
Right of Way Costs (not included in B/C calculation)			\$ 55,125	B	-8.22	-2.74	\$ 63,000	\$ 172,778		
Traffic Growth Factor			1%	C			\$ 31,000		Benefit	\$ 4,999,416
Discount Rate			4.0%	PD	-26.90	-8.97	\$ 4,600	\$ 41,284	Cost	\$ 571,875
Project Service Life (n)			30	Total	-35.47	-11.83	\$ 246,759	B/C=	8.74	

Crash Codes

F	Fatal	Crash Reduction Factor = $1 - ((1 - .37) * (1 - .74) * (1 - .25)) = 87\%$
A	Incapacitating Injury	
B	Evident Injury	
C	Possible Injury	
PD	Property Damage Only	
		.37 = Improvement of Sight Dist. To Intersection
		.74 = Conversion minor road stop control to signal
		.25 = Improve and install pedestrian crossing

Notes
Where more than one CRF applies, use the following formula to obtain the combined CRF:
 $CRF = 1 - [(1 - CRF1)(1 - CRF2)(1 - CRF3)]$
 from http://www.dot.state.mn.us/trafficeng/safety/hes/kentucky_report.pdf; Development of Accident Reduction Factors

See "Calculations" sheet for amortization.

Amortizing...

Year	Crash Benefits	Present Worth Benefits	Present Worth Costs
2009	\$ 246,759	\$ 246,759	\$ 571,875
2010	\$ 249,226	\$ 239,641	
2011	\$ 251,719	\$ 232,728	
2012	\$ 254,236	\$ 226,015	
2013	\$ 256,778	\$ 219,495	
2014	\$ 259,346	\$ 213,163	
2015	\$ 261,939	\$ 207,014	
2016	\$ 264,559	\$ 201,043	
2017	\$ 267,204	\$ 195,244	
2018	\$ 269,876	\$ 189,612	
2019	\$ 272,575	\$ 184,142	
2020	\$ 275,301	\$ 178,830	
2021	\$ 278,054	\$ 173,672	
2022	\$ 280,834	\$ 168,662	
2023	\$ 283,643	\$ 163,797	
2024	\$ 286,479	\$ 159,072	
2025	\$ 289,344	\$ 154,483	
2026	\$ 292,237	\$ 150,027	
2027	\$ 295,160	\$ 145,699	
2028	\$ 298,111	\$ 141,496	
2029	\$ 301,092	\$ 137,415	
2030	\$ 304,103	\$ 133,451	
2031	\$ 307,144	\$ 129,601	
2032	\$ 310,216	\$ 125,863	
2033	\$ 313,318	\$ 122,232	
2034	\$ 316,451	\$ 118,706	
2035	\$ 319,616	\$ 115,282	
2036	\$ 322,812	\$ 111,957	
2037	\$ 326,040	\$ 108,727	
2038	\$ 329,300	\$ 105,591	
0	\$ -	\$ -	

Totals = \$ 4,999,416 \$ 571,875
(B) (C)

year (n)= 1, 2, 3,....

discount rate (i) = 7%

$$\text{Crash Benefits (@ year n)} = (\text{Crash Benefits})_{n-1} \times (1 + \text{Traffic Growth Factor})$$

$$\text{Present Worth Benefits (@ year n)} = (\text{Crash Benefits})_n \times 1/(1 + \text{Discount Rate})^n$$

Data Collection Plan

As part of the project design, the City has collected pre-treatment crash data and conducted traffic counts and analyses of the Atwater/Henderson intersection. The post-treatment data collection plan will look similar to this. We propose to conduct traffic volume counts three years after the project is constructed. We also will collect accident data from the State database (ARIES) for the three calendar years following completion of the project. We need information regarding both accidents and volumes so that we can compare the accident rate from existing conditions to the rate following the proposed improvements. This plan can be executed at the Engineering staff level.

MEMORANDUM

To: MPO Policy Committee Members

From: Raymond Hess, AICP
Senior Transportation Planner

Date: December 26, 2008

Re: Railroad Crossing Resolution

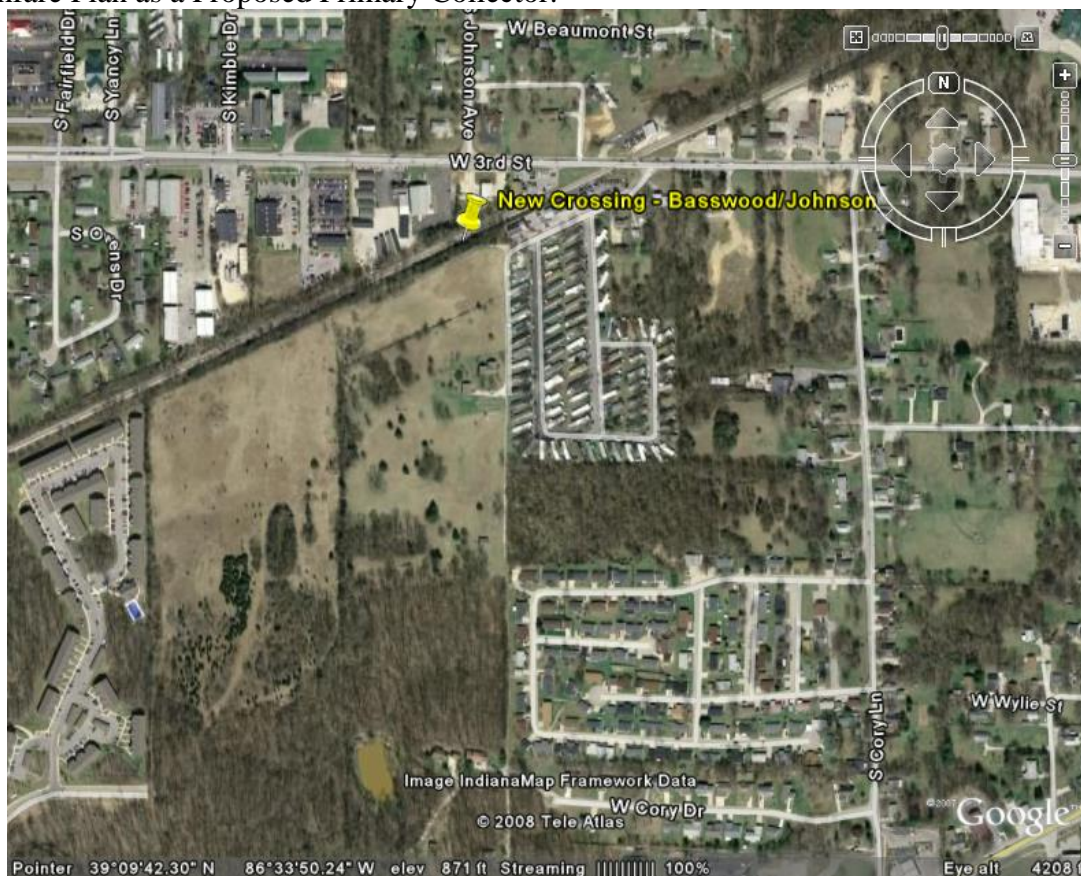
Background

It is often difficult to establish new at-grade railroad crossings. This is due in large part to the railroad company wishing to protect its assets and minimize its liability by keeping the number of conflict points between locomotives and motor vehicles to a minimum.

The City of Bloomington and Indiana University have expressed interest in creating new at-grade railroad crossings. The BMCMPPO has no real jurisdiction over the railroad companies since they own and maintain their own right-of-way. However, both the City and the University have asked for the BMCMPPO's support of their proposed crossings so that they can demonstrate local buy-in during negotiations with the railroad.

City of Bloomington proposed crossing

The City of Bloomington wishes to establish a new at-grade railroad crossing at S. Johnson Avenue (south of W. 3rd Street and north of the Basswood Drive extension). This connection, which would provide a new link between 2nd and 3rd Streets, is supported in the City of Bloomington's Master Thoroughfare Plan as a Proposed Primary Collector.



Indiana University proposed crossing

Indiana University is currently in the midst of updating the master plan for the Bloomington campus. As a result of these efforts, IU proposes to close the crossing at Walnut Grove and create a new crossing at Woodlawn Ave. to better serve the community's interest. The new connection is supported in the City of Bloomington's Master Thoroughfare Plan as a Proposed Primary Collector.



Recommendations

- BMCMPPO staff supports Bloomington's proposed crossing at Johnson Ave. BMCMPPO staff concurs with the Citizens Advisory Committee's recommendation to defer a decision on IU's proposed crossing until after the North Campus Area study is complete.
- On November 19, 2008 the Citizens Advisory Committee recommended to support Bloomington's proposed crossing at Johnson Ave. However, the CAC withheld a recommendation for IU's Woodlawn crossing until after the North Campus Area Study is complete. This study, which is scheduled for 2009, may shed light on which crossings and road network connections will best serve the community (i.e. a Dunn St. connection vs. a Woodlawn Ave connection).
- On November 21, 2008 the Technical Advisory Committee recommended to support Bloomington's proposed crossing at Johnson Ave. They supported future crossings at the University pending the outcome of the North Campus Area Study.

Requested Action

The Policy Committee is requested to take action as to whether or not to support the City of Bloomington's proposed crossing at Johnson Ave. and Indiana University's proposed crossing at Woodlawn Ave.

MEMORANDUM

To: MPO Policy Committee Members

From: Raymond Hess, AICP
Senior Transportation Planner

Date: December 26, 2008

Re: Draft Complete Streets Policy

Background*Version 4*

The Citizens Advisory Committee (CAC) drafted a Complete Streets Policy for the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) over the course of the past year in an effort to ensure that the needs of all users of a corridor are met as part of a road construction/reconstruction project. The draft policy was crafted with the help of BMCMPPO staff and borrowed language from the draft National "Complete Streets Act of 2008," the National Complete Streets Alliance and Thunderhead Alliance resources, and adopted policies from Chicago, Seattle, Wilmington, Cleveland, and Las Cruces, among others. The CAC's draft Complete Streets Version 4 was finalized on September 24, 2008.

Version 5

After the September and October meetings of the TAC and several meetings with representatives from Monroe County, the City of Bloomington, and the Town of Ellettsville, BMCMPPO staff created Version 5 to address some of the concerns raised by the local public agencies and the TAC. The new draft also afforded staff an opportunity to improve the readability and structure of the draft policy. It was staff's intention to maintain the integrity and functionality of the original CAC draft while at the same time incorporating TAC suggestions.

Draft Complete Streets Policy Overview

The draft policy is included in the packet for reference. The following is a brief synopsis of the policy and how it would work:

- **Applicability:** The policy would apply to local road projects which will use federal funds for any phase of a project. The policy would not apply to simple resurfacing projects, projects already in the TIP which are more than 30% complete with design (Preliminary Field Check Phase), or projects for which the BMCMPPO cannot control the funding (e.g. State awarded grants).
- **Requirements:** All users of a corridor (pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users) will be accommodated. The Local Public Agency (LPA) will develop projects using best practices, identifying measurable outcomes, and engaging key stakeholders. Projects should also fit in the context of the community.
- **Process**
 - *Call for Projects* – The BMCMPPO shall issue a call for projects at the early stages of TIP development. The LPA will submit the following information to the BMCMPPO:
 - Project Description
 - Policy Compliant or Exempt
 - Performance standards
 - Project Phases
 - Timeline
 - Costs & Federal funds request

Bloomington/Monroe County Metropolitan Planning Organization

- Public participation process
- Stakeholder list
- Contact information
- *Project Review and Approval* – The CAC and TAC will review each project for compliance with the policy. The Policy Committee will then certify by resolution if the project complies with the policy.
- *LPA Reporting* – The LPA shall give updates on the project at least twice per year.
- *Project Description Change* – If a project changes significantly, the LPA shall report such change to the BMCMPPO. The Policy Committee will then determine if the project is still compliant with the policy.
- Exemption – The following projects are exempt from the policy's requirements:
 - Ordinary maintenance projects
 - Roads where bicyclists and pedestrians are prohibited
 - Projects with extreme topographic constraints
 - Projects where there are projected to be less than 1000 vehicles per day in 20+ years
 - There is no demonstrable need in the next 20 years
 - A reasonable equivalent already exists
 - Projects over which the BMCMPPO does not have programming authority
- Evaluation – The policy will be re-evaluated prior to the adoption of every new Long Range Transportation Plan.

Recommendations

- BMCMPPO staff supports the draft Complete Streets Policy as presented.
- On November 19, 2008 the Citizens Advisory Committee recommended adoption of the Complete Streets Policy as presented.
- On November 21, 2008 the Technical Advisory Committee recommended adoption of the Complete Streets Policy as presented.

Requested Action

The Policy Committee is requested to take action on the proposed Complete Streets Policy.



ADOPTION RESOLUTION FY 2009-0

RESOLUTION ADOPTING A COMPLETE STREETS POLICY as presented to the Policy Committee of the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) on _____, 2009.

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization (BMCMPPO) is the organization designated by the Governor of Indiana as the Metropolitan Planning Organization responsible for carrying out, with the State of Indiana, the provisions of 23 U.S.C. 134, and capable of meeting the requirements thereof for the Bloomington, Indiana urbanized area; and

WHEREAS, it is the intent of the Bloomington/Monroe County Metropolitan Planning Organization to establish a Complete Streets Policy so that all roads will be designed and built to accommodate all users of a corridor including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users; and

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization has prioritized development of a truly multi-modal system in the Vision Statement of the Long Range Transportation Plan; and

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization's Transportation Improvement Program identifies implementation of capital improvements in the urbanized area; and

WHEREAS, the civic guidance of the Citizens Advisory Committee and the technical expertise of the Technical Advisory Committee can ensure that investment in transportation infrastructure addresses the needs of all users of a corridor.

NOW, THEREFORE, BE IT RESOLVED:

- (1) That the Bloomington/Monroe County Metropolitan Planning Organization hereby adopts the Complete Streets Policy herein attached; and
- (2) That the adopted policy shall be forwarded to all relevant public officials and government agencies, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of ____ - ____, upon this ____ day of _____, 2009.

Chair, Policy Committee
Bloomington/Monroe County MPO

Attest: Josh Desmond
Director
Bloomington/Monroe County MPO

Draft Complete Streets Policy
November 12, 2008(version 5)

I: Purpose

This Complete Streets Policy is written to empower and direct citizens, elected officials, government agencies, planners, engineers, and architects to use an interdisciplinary approach to incorporate the needs of all users into the design and construction of roadway projects funded through Bloomington and Monroe County Metropolitan Planning Organization.

The Complete Streets¹ concept is an initiative to design and build roads that adequately accommodate all users of a corridor, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users. This concept dictates that appropriate accommodation(s) be made so that all modes of transportation can function safely and independently in current and future conditions. A Complete Streets policy can be adapted to fit local community needs and used to direct future transportation planning. Such a policy should incorporate community values and qualities including environment, scenic, aesthetic, historic and natural resources, as well as safety and mobility. This approach demands careful multi-modal evaluation for all transportation corridors integrated with best management strategies for land use and transportation.

(A) Goals: The goals of this Complete Streets Policy are:

- 1) To ensure that the safety and convenience of all users of the transportation system are accommodated, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users;
- 2) To incorporate the principles in this policy into all aspects of the transportation project development process, including project identification, scoping procedures and design approvals, as well as design manuals and performance measures;
- 3) To create a comprehensive, integrated, and connected transportation network that supports compact, sustainable development;
- 4) To ensure the use of the latest and best design standards, policies and guidelines;
- 5) To recognize the need for flexibility to accommodate different types of streets and users;
- 6) To ensure that the Complete Streets design solutions fit within the context(s) of the community.

II: Policy

(A) Applicability: The Complete Streets Policy shall apply to all of the following:

- 1) New construction and reconstruction (excluding resurfacing activities that do not alter the current/existing geometric designs of a roadway) of local roadways that will use Federal funds through the BMCMPPO for **any** phase of

project implementation including planning, design, right-of-way acquisition, construction, or construction engineering.

- 2) Local roadway projects included in the TIP after the adoption of the Complete Streets Policy AND are not past the Preliminary Field Check Phase or more than 30% complete with design at the time this policy is adopted.
- 3) Local roadway projects where the BMCMPPO has the programming authority to allocate Federal funding.

(B) Requirements:

- 1) Roadway projects shall accommodate all users of the transportation system, including pedestrians, bicyclists, users of mass transit, people with disabilities, the elderly, motorists, freight providers, emergency responders, and adjacent land users.
- 2) Roadway projects shall make use of the latest and best design standards, policies, and guidelines. The Local Public Agency (LPA) shall also retain the justification and design decision authority over its projects.
- 3) Complete Streets solutions shall be developed to fit within the context(s) of the community and those solutions shall be flexible so that the needs of the corridor can be met.
- 4) Roadway projects shall utilize performance standards with measurable outcomes.
- 5) Roadway projects shall identify anticipated phases and key milestones of project development.
- 6) The LPA shall identify a public participation process including benchmark goals to attain as part of their public participation process.
- 7) The LPA shall maintain open lines of communication with key party/agency/interest groups and shall identify and maintain a key stakeholder list.

III: Process

(A) Call for Projects: The BMCMPPO shall issue an annual Call for Projects for any roadway project that seeks to use federal funding and to be programmed in the Transportation Improvement Program. The Local Public Agency (LPA) shall submit a Project Description with the following information to the BMCMPPO:

- 1) a detailed project description (e.g. project scope, reconstruction/new construction, vehicular elements, non-vehicular elements);
- 2) the intent for the project to be Complete Streets Compliant or to seek a Complete Streets Exemption;
- 3) the performance standards and measurable outcomes;
- 4) project phases and key milestones ;
- 5) anticipated costs for design, rights-of-way acquisition, construction, and construction inspection;
- 6) amount of federal funding requested by phase (e.g. preliminary engineering, rights of way, construction, construction inspection);
- 7) anticipated dates for project design initiation and construction letting;

- 8) the public participation process with benchmark goals to attain;
- 9) the project stakeholder list or key party/agency/interest group identification list; and
- 10) the primary contact or project representative information.

If certain information required above is not yet known at the time of the Project Description submittal, the LPA shall provide general details on the required submittal information, but shall state, "specific information has not yet been determined". Additionally, if the roadway project is programmed into the TIP, the LPA shall update the BMCMPPO as part of its regular reporting and notify any changes to the project description.

(B) Project Review and Approval: Project Description(s) will be reviewed by the Citizens Advisory Committee and the Technical Advisory Committee prior to being submitted to the Policy Committee for their consideration to adopt into the TIP. The Policy Committee shall certify by resolution that relevant projects identified in the TIP are Complete Streets compliant unless a project receives an exemption under unusual and extraordinary circumstances. Roadway projects listed in the TIP shall clearly be identified as Complete Streets Compliant or Complete Streets Exempt.

(C) LPA Reporting: Once a project is programmed into the adopted TIP, the Local Public Agency shall fulfill the scope of work as detailed in the approved Project Description. The LPA shall submit written status reports to the BMCMPPO to be included in the meeting packets of the Citizens Advisory Committee, Technical Advisory Committee, and Policy Committee at a minimum of two times a year. The status report shall include a summary of issues identified, significant accomplishments since the initial Project Description submittal or last status report, new details on project implementation, and the preferred design solutions as they pertain to fulfilling the project parameters detailed by the Project Description.

(D) Project Description Change: The LPA shall report to the BMCMPPO immediately if a significant change to the roadway project is warranted, especially any change that affects the project's accommodations for one of the users of the corridor. The Policy Committee will review the requested change(s) to the project and determine if the change(s) affects the intent (as detailed by the most recently approved Project Description) to be Complete Streets compliant, Complete Streets exempt, or Complete Streets noncompliant. If the changes significantly affect the intent the Policy Committee shall certify a revised Project Description and determine the roadway project's standing to be Complete Streets compliant or Complete Streets exempt. If a capital roadway project is determined to be Complete Streets noncompliant the Policy Committee shall consider removing the project from the Transportation Improvement Program until such time that the project can be brought back into compliance with the Complete Streets Policy. If the changes do not significantly affect the intent then no action by the Policy Committee is required.

IV: Exemption

(A) Complete Streets Exemption: The BMCMPO Policy Committee shall certify through resolution that justification exists for a roadway project to be exempted from any of the following requirements listed in section **II Policy, (B) Requirements: B1 through B4**. The Policy Committee may allow such an exemption under certain circumstances, including the following:

- 1) Ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair, and regular/seasonal maintenance);
- 2) The project involves a roadway that bicyclists and pedestrians are prohibited by law from using. In such case, efforts should be made to accommodate bicyclists and pedestrians elsewhere;
- 3) There are extreme topographic or natural resource constraints;
- 4) The Long Range Transportation Plan's 20-or-more year Average Daily Traffic projection is less than 1000 vehicles per day;
- 5) When other available means or factors indicate an absence of need presently and in the 20-or-more year horizon;
- 6) A reasonable and equivalent alternative already exists for certain users or is programmed in the TIP as a separate project;
- 7) The project is not a roadway improvement project and/or over which the Bloomington/Monroe County Metropolitan Planning Organization has programming authority (e.g. State, Bloomington Transit, Rural Transit, and other projects).

V: Evaluation

The BMCMPO shall, at a minimum, evaluate this policy prior to the adoption of the Long Range Transportation Plan. This evaluation shall include recommendations for amendments to the Complete Streets Policy and subsequently be considered by the Citizens Advisory Committee, Technical Advisory Committee and Policy Committee. Recommendations for amendments shall be distributed to the Local Public Agencies prior to consideration by the BMCMPO Committees.

¹ Additional information on Complete Streets is available through the following resources:

National Complete Streets Coalition <http://www.completestreets.org/>

The American Planning Association - <http://www.planning.org/research/streets/index.htm>